

WorkDesk Overview: Preventive Maintenance Specialist

Standardized AiM home pages called “WorkDesks” have been created for AiM users. Not all WorkDesks are universal, but this document identifies the basic setup for a Preventive Maintenance Specialist.

Training Guide: PM-08-Preventive Maintenance Program Approach

The screenshot displays the AiM WorkDesk interface for a user named MICHAEL. The interface is organized into several sections:

- Header:** AiM WorkDesk | MICHAEL | About | Logout
- Navigation:** Add | IQ
- Menu (Left):**
 - Work Management
 - Accounts Payable
 - Asset Management
 - Bid Management
 - Capital Projects
 - Condition Assessment
 - Contract Administration
 - Customer Service
 - Estimating
 - Finance
 - Fixed Asset Management
 - Human Resources
 - IQ
 - Inventory
 - Key & Access Control
 - Key Performance Indicators
 - Planning and Needs Analysis
 - Preventive Maintenance
 - Project Management
 - Property
 - Purchasing
 - Time and Attendance
 - Utility Management
 - System Administration
- Quick Search (Center):**
 - Master Asset Profile
 - PM Standards
 - PM Template
 - Capital Project
- Dashboard Cards (Center):**
 - Meters with no ECAP code:** 6 Asset Management ~ Master Asset Profile ~ METERS WITHOUT ECAP CODES
 - Vehicles needing accounts added:** 0 Asset Management ~ Master Asset Profile ~ VEHICLES NEEDING ACCOUNTS ADDED
 - PM Work Order Dashboard:**
 - 103 Work Management ~ Phase ~ OPEN PM WORK ORDERS
 - 38 Work Management ~ Phase ~ PAST DUE PM WORK ORDERS
 - 0 Work Management ~ Phase ~ BACKLOG PM WORK ORDERS
 - Ready to Label:** 13103 Asset Management ~ Master Asset Profile ~ PENDING LABELS
 - Capital Projects:**
 - 42 Capital Projects ~ Capital Project ~ CP FMCS-CONSTR CLOSEOUT
 - 1 Capital Projects ~ Capital Project ~ CP LANDSCAPE-CONSTR CLOSEOUT
 - 1 Capital Projects ~ Capital Project ~ CP LRF-CONSTR CLOSEOUT
 - 9 Capital Projects ~ Capital Project ~ CP UTILITIES-CONSTR CLOSEOUT
- Right Sidebar:**
 - Go Pokes!** (Facilities Management NEXT logo)
 - Workflow Count:** 1 ~ Capital Project
 - Quick Links:**
 - ASSET MEASUREMENTS
 - NEW ASSETS-READY FOR PM
 - ADD PM PROJECTED DATES
 - GENERATE PM WORK ORDERS
 - TRAINING DOCUMENTS
 - INTERACTIVE MAP
 - OK CORRAL
 - My Reports:**
 - Facilities Building List
 - Tmp-By Asset Group/Shop
 - Tmp-By Property/Shop
 - Tmp-Detail w/Checkpoints

CHANNELS

- | | |
|------------------------------------|--|
| 1. Quick Search | Links to commonly used screens |
| 2. Meters with no ECAP code | |
| 3. Vehicles needing accounts added | |
| 4. PM Work Order Dashboard | Shows current PM work order activity |
| 5. Ready to Label | Shows newly created asset records pending labels. Once labeled, you will add the asset to the PM program |
| 6. Capital Projects | Shows capital projects in CLOSEOUT status |

QUICK LINKS

- | | |
|------------------------------|--|
| 1. Asset Measurements | Checkpoint measurements and notes per Asset. |
| 2. New Assets – Ready for PM | Report of assets that need to be added to the PM program. |
| 3. Add PM Projected Dates | Training Guide: PM-04-PM Schedule Date Generator |
| 4. Generate PM Work Orders | Training Guide: PM-06-PM Generator |
| 5. Training Documents | Link to step-by-step procedures |
| 6. Interactive Map | Interactive Campus map |
| 7. OK Corral | Login page to OK Corral (<i>Accounting/Procurement Services</i>) |

MY REPORTS

- | | |
|-----------------------------|--|
| 1. Facilities Building List | List of buildings by Zone |
| 2. Tmp-By Asset Group/Shop | Useful for troubleshooting and verifying projected dates for like assets. |
| 3. Tmp-By Property/Shop | This report shows existing assets in the PM program. Review the report with each Supervisor to ensure that the new assets you add to PM templates are consistent with similar assets already setup in that building. |
| 4. Tmp-Detail w/Checkpoints | View the PM program for a specific asset's checkpoints. |